UNITED
NATIONS

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Secretariat

ST/IC/1997/72
3 November 1997

INFORMATION CIRCULAR*

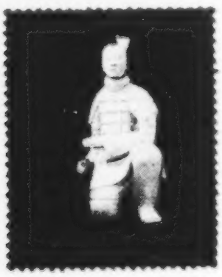
To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

Subject: FIRST DAY OF ISSUE: "THE TERRACOTTA WARRIORS" STAMPS AND PRESTIGE BOOKLETS, AND THE 1997 ANNUAL COLLECTION FOLDERS

Commemorative stamps

1. On Wednesday, 19 November 1997, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps and three prestige booklets on the theme "The Terracotta Warriors" in commemoration of the twenty-fifth Jubilee of the World Heritage Convention. The stamps, in denominations of 32 cents, 60 cents, 0,45 Swiss francs, 0,70 Swiss francs, 3 schillings and 6 schillings, will be printed in sheets of 20 stamps. The stamps were designed by Robert Stein (United Nations), based on photographs by Guo Youmin (China).



US$ 0.32

SwF 0,45

S 3

* Expiration date of the present information circular: 30 November 1997.

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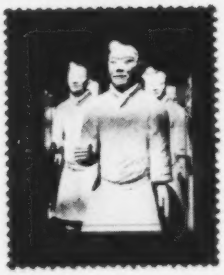
US$ 0.60



SwF 0,70

S 6

(United States equivalents - SwF 0,45: US$ 0.31, SwF 0,70: US$ 0.49, S 3: US$ 0.25 and S 6: US$ 0.50 - subject to exchange rate fluctuation)

Prestige booklets

2. The three prestige booklets have a common design; each contains 24 mint stamps in either United States, Swiss or Austrian denominations, based on the designs of the six commemorative stamps on the theme "The Terracotta Warriors". The booklets are priced at $1.92, $1.67 and $1.98 respectively, subject to fluctuating exchange rates.

1997 annual collection folders

3. The New York, Geneva and Vienna annual collection folders of single mint stamps and souvenir sheets issued in 1997 will be released on or about 19 November 1997. It should be noted that stamps in the 1997 endangered species series and the 1997 flag series will not be included in the individual New York, Geneva or Vienna annual collection folders. They are contained in separate albums.

1997 flag series folder

4. The 1997 flag series folder will be released on 19 November 1997. One of each of the eight flag stamps issued in 1997 will be included with each album, together with the appropriate mounts.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets only.

6. Members of delegations and the staff may obtain the new stamps, first day covers, prestige booklets and annual collection folders on Wednesday, 19 November at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

7. First day of issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) Counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) Counter along the west wall of the north end of the Secretariat North Lobby from 9 a.m. to 4 p.m.

8. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

UNITED NATIONS

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Secretariat

ST/IC/1997/73
11 November 1997

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND FOR STAFF IN THE FIELD SERVICE CATEGORY*

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for this scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for the above-mentioned categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/1997/71 of 31 October 1997, the International Civil Service Commission (ICSC) determined that post adjustment multiplier 47 for staff in the Professional and higher categories in New York was due as of 1 November 1997. Therefore, the revised post adjustment multiplier of 47 was authorized for New York with effect from 1 November 1997.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of ICSC has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories with effect from 1 November 1997. The revised scale is reproduced in annex I to the present circular.

4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 November 1997. The revised scale is set out in annex II to the present circular.

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* Personnel Manual index No. 3300.

97-31032 (E) 141197

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5. The November 1997 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

Annex I

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES

Effective 1 November 1997

(In United States dollars)

	STEPS														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary General USG	178 292														
Assistant Secretary-General ASG	164 791														
Director D-2	137 029	140 143	143 257	146 368	149 482	152 596									
Principal Officer D-1	121 365	123 854	126 342	128 826	131 315	133 927	136 593	139 260	141 923						
Senior Officer P-5	107 410	109 662	111 913	114 165	116 417	118 666	120 918	123 170	125 419	127 671	129 923	132 180	134 593		
First Officer P-4	88 804	91 002	93 195	95 389	97 587	99 781	101 977	104 173	106 368	108 562	110 756	112 957	115 150	117 345	119 542
Second Officer P-3	73 911	75 798	77 685	79 569	81 457	83 343	85 228	87 117	89 092	91 156	93 218	95 280	97 342	99 403	101 468
Associate Officer P-2	60 636	62 326	64 012	65 700	67 386	69 074	70 761	72 446	74 136	75 822	77 508	79 197			
Assistant Officer P-1	47 217	48 842	50 462	52 084	53 705	55 325	56 949	58 569	60 190	61 812					

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Annex II

PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Effective 1 November 1997

(In United States dollars)

	STEPS														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	88 198	90 515	92 834	95 147	97 463	99 782	102 101	104 416	106 734	109 049	111 368	113 688			
FS-6	74 398	76 372	78 349	80 319	82 293	84 268	86 240	88 236	90 390	92 548	94 707	96 863			
FS-5	64 045	65 727	67 411	69 095	70 782	72 465	74 151	75 833	77 520	79 204	80 889	82 572	84 257		
FS-4	56 179	57 580	58 975	60 374	61 772	63 168	64 565	65 967	67 363	68 761	70 158	71 510	72 954	74 353	75 750
FS-3	49 302	50 494	51 681	52 871	54 056	55 248	56 437	57 625	58 815	59 997	61 189	62 377	63 569	64 754	65 945
FS-2	43 436	44 435	45 488	46 536	47 587	48 637	49 639	50 737	51 787	52 839	53 887	54 937			
FS-1	38 663	39 515	40 366	41 215	42 065	42 919	43 770	44 671	45 59[illegible]	46 518					

UNITED NATIONS

ST

Secretariat

ST/IC/1997/74
13 November 1997

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALE FOR STAFF IN THE SECURITY SERVICE CATEGORY AT HEADQUARTERS*

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) undertook in 1995 a comprehensive survey of the best prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the General Service and related categories at Headquarters.

2. On the basis of the results of the survey, ICSC concluded that increases in salaries were warranted for the staff in the General Service, Trades and Crafts, and Language Teachers categories. However, the analysis of the data collected for the Security Service category indicated that United Nations salaries were 4.3 per cent higher than those in the labour market. Therefore, the salaries of the staff in the Security Service category have remained unchanged since September 1993. However, ICSC recommended that an interim salary survey be conducted as soon as the retained comparators implemented new salary levels.

3. The interim salary survey for the staff in the Security Service category has just been finalized. The results of the survey, which have been based on the average movement of salaries of the five comparators retained for this category of staff, indicated that the salaries of the retained comparators have moved on average 5.4 per cent.

4. I am therefore pleased to announce that, based on the results of the survey and after considering the recommendations of the Commission, the Secretary-General has decided to approve a 1.1 per cent increase over the September 1993

* Personnel Manual index No. 3120.

97-31798 (E) 181197

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scale and, therefore, promulgate a revised salary scale for staff in the Security Service category. The Secretary-General has further decided that this scale should be implemented with effect from 1 September 1997. The revised salary scale is set out in the annex to the present circular.

5. The revised dependent child allowance of $1,212, as reflected in the attached scale, applies also to staff in the General Service and related categories. This amount represents 3 per cent of the average of the lowest and highest net salaries of G-1, step I, and S-7, step IX.

Annex

SECURITY SERVICE CATEGORY AT HEADQUARTERS

ANNUAL SALARIES AND ALLOWANCES

Effective 1 September 1997

(In United States dollars)

Level	STEPS												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7 (Gross)	60 003	62 422	64 841	67 259	69 678	72 097	74 516	76 935	79 354*				
(Gross pens.)	58 694	60 881	63 137	65 392	67 647	69 903	72 158	74 414	76 669*				
(Total net)	46 402	48 071	49 740	51 409	53 078	54 747	56 416	58 085	59 754*				
(Net pens.)	46 402	48 071	49 740	51 409	53 078	54 747	56 416	58 085	59 754*				
(NPC)	0	0	0	0	0	0	0	0	0*				
6 (Gross)	55 714	57 816	59 919	62 168	64 423	66 678	68 933	71 188	73 443*				
(Gross pens.)	54 572	56 593	58 614	60 645	62 747	64 850	66 953	69 056	71 158*				
(Total net)	43 228	44 784	46 340	47 896	49 452	51 008	52 564	54 120	55 676*				
(Net pens.)	43 228	44 784	46 340	47 896	49 452	51 008	52 564	54 120	55 676*				
(NPC)	0	0	0	0	0	0	0	0	0*				
5 (Gross)	51 412	53 364	55 315	57 266	59 218	61 254	63 346	65 439	67 532*				
(Gross pens.)	50 438	52 314	54 189	56 064	57 940	59 815	61 743	63 695	65 646*				
(Total net)	40 045	41 489	42 933	44 377	45 821	47 265	48 709	50 153	51 597*				
(Net pens.)	40 045	41 489	42 933	44 377	45 821	47 265	48 709	50 153	51 597*				
(NPC)	0	0	0	0	0	0	0	0	0*				
4 (Gross)	47 042	48 831	50 620	52 409	54 199	55 988	57 777	59 566	61 454*				
(Gross pens.)	46 238	47 958	49 677	51 397	53 116	54 836	56 555	58 275	59 994*				
(Total net)	36 811	38 135	39 459	40 783	42 107	43 431	44 755	46 079	47 403*				
(Net pens.)	36 811	38 135	39 459	40 783	42 107	43 431	44 755	46 079	47 403*				
(NPC)	0	0	0	0	0	0	0	0	0*				
3 (Gross)	44 020	45 424	46 828	48 232	49 636	51 041	52 445	53 849	55 253	56 657	58 061*		
(Gross pens.)	43 334	44 684	46 033	47 382	48 732	50 081	51 430	52 780	54 129	55 479	56 828*		
(Total net)	34 575	35 614	36 653	37 692	38 731	39 770	40 809	41 848	42 887	43 926	44 965*		
(Net pens.)	34 575	35 614	36 653	37 692	38 731	39 770	40 809	41 848	42 887	43 926	44 965*		
(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2 (Gross)	39 648	40 904	42 174	43 445	44 715	45 985	47 255	48 526	49 796	51 066	52 336	53 607	54 877*
(Gross pens.)	39 119	40 340	41 560	42 781	44 002	45 223	46 443	47 664	48 885	50 106	51 327	52 547	53 768*
(Total net)	31 329	32 269	33 209	34 149	35 089	36 029	36 969	37 909	38 849	39 789	40 729	41 669	42 609*
(Net pens.)	31 329	32 269	33 209	34 149	35 089	36 029	36 969	37 909	38 849	39 789	40 729	41 669	42 609*
(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*

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Level	STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
1 (Gross)	35 425	36 517*											
(Gross pens.)	34 895	35 988*											
(Total net)	28 077	28 918*											
(Net pens.)	28 077	28 918*											
(NPC)	0	0*											

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Dependency allowances:

	$ (Net per annum)
Child	1 212
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 161

Language allowances (to be included in pensionable remuneration):

First language	1 380
Second language	690

For an explanation of the format of salary scale, please refer to ST/IC/1994/15 and ST/IC/1994/17.

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Appendix I

Security Service category - schedule of pensionable remuneration applicable to staff on board prior to 1 September 1992

(In United States dollars)*

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7 (Gross)	-	-	-	-	-	72 466	74 881	77 297	79 713				
S-6	-	-	-	-	-	-	-	71 558	73 809				
S-5	-	-	-	-	-	-	-	-	-				
S-4	-	-	-	-	-	-	-	-	-				
S-3	-	-	-	-	-	-	-	-	-	-	-	-	-
S-2	-	-	-	-	-	-	-	-	-	-	-	-	-
S-1	-	-	-	-	-	-	-	-	-	-	-	-	-

* The revised gross salaries are lower than those in effect under the previous salary scale, effective 1 September 1991. Therefore, the above gross salaries are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1992.

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Appendix II

Security Service category - schedule of pensionable remuneration applicable to staff on board prior to 1 September 1997

(In United States dollars)*

	STEPS												
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	60 905	63 190	65 483	67 776	70 070	72 396	74 721	77 046	79 372				
S-6	56 577	58 699	60 822	62 951	65 089	67 226	69 364	71 523	73 690				
S-5	52 247	54 204	56 174	58 143	60 113	62 083	64 067	66 050	68 033				
S-4	47 862	49 656	51 451	53 245	55 047	56 854	58 661	60 468	62 276				
S-3	44 839	46 240	47 648	49 056	50 464	51 873	53 281	54 694	56 112	57 530	58 948		
S-2	40 472	41 737	43 003	44 268	45 533	46 804	48 078	49 352	50 626	51 900	53 174	54 451	55 734
S-1	36 109	37 234											

* The application of the revised rates of staff assessment, effective 1 January 1997, resulted in lower gross pensionable salaries. Therefore, the above gross salaries in effect under the previous salary scale, effective 1 September 1993, are retained for purposes of computing pension contributions and benefits for staff on board prior to 1 September 1997.

UNITED
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Secretariat

ST/IC/1997/75
17 November 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1997.

* Expiration date of the present information circular: 31 December 1997.

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Annex

PLACEMENT AND PROMOTION

1 to 31 October 1997

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PLACEMENT					
Rabeson, Nicole	F	ECA	DGAACS	P-3	UNA-41724-E-P3-018
Hooley, Brian	M	UNOG	UNOG	P-5	UNB-41723-E-P5-001
PROMOTION					
Dessi, Sandro	M	DM/OHRM	DM/IMIS	P-3	ILA-41811-S-P3-007
Dewan, Elin	F	DESIPA	DM/IMIS	P-3	ILA-41811-S-P3-008
Menendez De Zubillaga, Antonio	M	OLA	OLA	P-3	UNA-38195-E-P3-001
Zewge, Genene	M	DESA	DESA	P-3	UNA-44540-E-P3-017
Abouelrigal, Mosad	M	DGAACS	DGAACS	P-4	UNA-41721-E-P4-017
Bader, Othman	M	DGAACS	DGAACS	P-4	UNA-41721-E-P4-016
Bailey, Diane	F	DPI	DPI	P-4	UNA-31764-E-P4-014
Credi, Medhat	M	DGAACS	DGAACS	P-4	UNA-41721-E-P4-002
Froseth, Rune	M	UNOV	DM/IMIS	P-4	ILA-41811-S-P4-001
Carcia-Ramos, Reinaldo	M	DGAACS	DGAACS	P-4	UNA-41727-E-P4-006
Hinkle-Babul, Kathryn	F	OHCHR	OHCHR	P-4	UNB-28280-E-P4-017
Kunze, Alicia	F	DGAACS	DGAACS	P-4	UNA-41727-E-P4-015
Maggal, Michelle	F	DM/OCSS	DM/OCSS	P-4	MTA-41882-T-P4-001
Marcaillou, Agnes	F	DPA	DPA	P-4	UNA-37121-E-P4-013
Novikov, Vyacheslav	M	DM/OCSS	DM/OCSS	P-4	UNA-41732-E-P4-015
Osseiran, Huda	F	ESCWA	ESCWA	P-4	UNJ-27110-E-P4-002
Quenawy, Azza	F	DGAACS	DGAACS	P-4	UNA-41721-E-P4-023
Schuler Uluc, Carolyn	F	DPI	DPI	P-4	VSA-32800-E-P4-001
Smith, Terence John	M	DM/OCSS	DM/OCSS	P-4	UNA-41873-E-P4-003
Tauber, Roland	M	DM/OPPBA	DM/IMIS	P-4	ILA-41811-S-P4-002
Campbell, John Madden	M	DM/IMIS	DM/IMIS	P-5	ILA-41811-S-P5-006
Fitzgerald, Norah	F	UNJSPF	UNJSPF	P-5	PFA-01001-E-P5-006
Fox, Virginia	F	DM/OHRM	DM/OHRM	P-5	UNA-41851-E-P5-001
Loial, Terseli	M	OLA	OLA	P-5	OJA-38195-T-P5-001
Molina-Abram, Bruna	F	OHCHR	OHCHR	P-5	UNB-28280-E-P5-008
Smidovich, Nikita	M	UNSCOM	UNSCOM	P-5	QEA-09104-T-P5-001
Vetere, Eduardo	M	UNOV	UNOV	D-2	UNK-21539-E-D2-001

UNITED
NATIONS

ST

Secretariat

ST/IC/1997/76
17 November 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in October 1997.

* Expiration date of the present information circular: 31 December 1997.

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Annex

PLACEMENT AND PROMOTION

1 to 31 October 1997

Name	Gender	Releasing department/ office	Receiving department/ office	Post level	Post number
PROMOTION					
Badillo, Robert	M	DGAACS	DGAACS	TC-5	UNA-41751-E-TC-071
Thompson, Frank	M	DGAACS	DGAACS	TC-5	UNA-41751-E-TC-058
Harvey, Neville	M	DGAACS	DGAACS	TC-7	UNA-41751-E-TC-099
Mason, Eduardo	M	DM/OCSS	DM/OCSS	TC-7	UNA-41875-E-TC-020
LeCrann, Claude*	M	DM/OHRM	DM/OHRM	G-6	UNA-41848-E-OL-032
Sire, Adeline	F	OLA	OLA	G-5	UNA-41754-E-OL-001
Veideman, Heidi	F	OIOS	OIOS	G-5	UNA-48821-E-OL-001
Juneja, Darida	F	DM/OHRM	DM/OHRM	G-6	UNA-41848-E-OL-030
Pineda, Cynthia	F	DM/OHRM	DM/OHRM	G-6	UNA-41848-E-OL-031

* The Secretary-General has approved the promotion of the staff member to the G-5 level against a post at the G-6 level.

UNITED NATIONS **ST**

Secretariat

ST/IC/1997/77
20 November 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: RECRUITMENT PROCEDURES FOR PROFESSIONAL STAFF

1. The attention of the staff is drawn to the issuance of administrative instruction ST/AI/1997/7, which implements the provisions of General Assembly resolution 51/226 of 3 April 1997 dealing with recruitment of staff in the Professional category and above, and clarifies a number of related issues.

2. At the same time, the Secretariat has requested the General Assembly to clarify two points, namely:

(a) Whether the transitional measures now set out in section 8 (b) of the instruction should be extended to all staff members who were serving on appointment of less than one year as at 3 April 1997, and were placed on a regular budget post or an extrabudgetary post of one year or longer;

(b) The scope of paragraph 27 of section III.B of General Assembly resolution 51/226 with respect to the level of posts for which staff members having served for at least 12 months in peacekeeping or other field missions would be eligible to apply when an internal vacancy had been issued.

3. Administrative instruction ST/AI/1997/7 will be amended as appropriate in the light of the clarifications provided by the General Assembly.

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* Expiration date of the present information circular: 31 December 1997.

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